


**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. N030113		2. Incumbency Allocation Only? May Not be IAed		
3. Reason for Submission New		4. Employing Office Location Washington DC		5. Duty Station Ann Arbor, MI		6. BUS Code 1043		
Explanation (Show any positions replaced) Recruitment		7. Fair Labor Standards Act Exempt NonExempt		8. Financial Statements Required OGE-450 Required		9. Cybersecurity Code a. 00 b. _____ c. _____		
		10. Position Status Competitive		11. Supervisory Status Code 8 - All Other Positions				
		12. Competitive Level Code --		13. Competitive Area --		14. Drug Testing No		
		15. Extramural % 35%		16. Functional Class Code --		17. Medical Monitoring No		
		18. Position Sensitivity Non-Sensitive		19. Security Clearance 0 - Not Required		20. Position Risk 2 - Moderate		
		21. Emergency Essential No		22. Developmental Position Yes		23. Full Performance Level GS-13		
24. Position Classification		Official Title of Position				Pay Plan	Occupational Code	Grade
a. Official Allocation		Administrative Specialist				GS	0301	12
25. Organizational Title of Position (if different from official title)				26. Name of Employee (if vacant, state such) Taylor Pittard				
27. Department, Agency, or Establishment Hierarchy								
a. 1st Tier Org Code 00		1st Tier Org Description USEPA						
b. 2nd Tier Org Code LA		2nd Tier Org Description Office of Air and Radiation						
c. 3rd Tier Org Code LC		3rd Tier Org Description Office of Transportation and Air Quality						
d. 4th Tier Org Code LCA		4th Tier Org Description Compliance Division						
e. 5th Tier Org Code LCA00000		5th Tier Org Description Immediate Office						
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Mary Manners, Deputy Director, CD				b. Typed Name and Title of Higher-Level Supervisor or Manager Byron Bunker, Director, CD				
Signature MARY MANNERS		Date 08/18/2020		Signature Byron Bunker		Date 08/18/2020		
Digitally signed by MARY MANNERS Date: 2020.08.18 15:51:27 -04'00'				Digitally signed by Byron Bunker Date: 2020.08.18 16:21:16 -04'00'				
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.				Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.				
a. Typed Name and Title of Official Classifying the Position John Ellsworth, HR Classification Specialist				30. Position Classification Standards Used in Classifying/Grading Position Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979 AAGEG				
Signature 		Date 8/19/20						
31. Remarks								

20 1650892

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

STATEMENT OF DIFFERENCE GS-12

(2 grade interval series)

This is a statement of difference to the full performance position identified on the cover sheet.

The incumbent of the position will function at the GS-12 level until all legal, regulatory and administrative requirements which permit assigning the full GS-13 performance level duties are met. Promotion to the GS-13 level is neither mandatory nor automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities in the next higher level position are assigned to the incumbent with the following amendments:

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

ADMINISTRATIVE SPECIALIST

GS-0301-13

INTRODUCTION

The Office of Transportation and Air Quality (OTAQ) aims to protect human health and the environment by reducing air pollution and greenhouse gas emissions from mobile sources and the fuels that power them, advancing clean fuels and technology, and encouraging business practices and travel choices that minimize emissions. OTAQ's programs address emissions from the range of mobile sources: cars and light trucks, large trucks and buses, farm and construction equipment, lawn and garden equipment, marine engines, aircraft, and locomotives. OTAQ's primary activities include assessing mobile source-related air quality problems and developing sophisticated modeling tools; establishing national standards to reduce emissions from on-road and nonroad mobile sources of pollution; implementing national mobile source standards through certification processes and in-use monitoring strategies; developing fuel efficiency programs and technologies to reduce the emission of greenhouse gases from the transportation sector; and researching, evaluating, and developing advanced technologies for controlling emissions, as well as developing new strategies for improving fuel efficiency.

Within OTAQ, the Compliance Division develops and implements national air pollution control programs required by the Clean Air Act, Energy Policy and Conservation Act, and Energy Independence and Security Act for vehicles, engines, and fuels. CD staff manage all national clean fuel programs, including the renewable fuel standard, ultra-low sulfur diesel, and reformulated gasoline programs. CD staff manage the certification, in-use compliance, and recall programs for U.S. vehicles and engines, including nonroad engines. CD staff oversee fuel economy and CAFE compliance and develop the Fuel Economy and Green Vehicle Guides. CD is also responsible for information management for the vehicle, engines, and fuels programs.

MAJOR DUTIES AND RESPONSIBILITIES

Budgetary (45%)

- Analyzes budgetary trends, changes and relationships, recommend budgetary actions when necessary, and implement actions in order to ensure program obligations are met. Performs financial and statistical analyses. Evaluates, interprets, and compiles budget data to answer requests for information, provide advice on relative costs and benefits of alternative program plans, prepare allotments and sub-allotments of funds for distribution, and check the propriety of obligations and expenditures. Identifies and analyzes trends in the receipt, obligation, or expenditure of funds to ensure that objectives of the annual financial plan are being met in a timely manner and that funds are properly and effectively used to support program objectives. Identifies the need to reprogram funds in advance. (15%)
- Prepares annual and multi-year budgets for assigned organizations including reviewing, editing, and consolidating budget estimates; preparing detailed narrative justifications; and verifying validity of budgetary data. Reviews, edits, and consolidates annual and multi-year budget estimates for assigned organizations and programs into a single budget request; and prepares complex, detailed narrative justifications and associated financial statements to support funding requests and projected funding needs. Applies knowledge of the organization's sources of funding, mission, functions, goals, objectives, and work processes to relate resource needs of the organization to budget planning. Verifies validity of budgetary data in request to ensure that obligations and expenditures are in accordance with programmatic guidance and regulatory controls. Verifies

budgetary data are formally and accurately documented in a wide variety of unrelated forms, schedules and reports. (15%)

- Monitors the execution of annual and multi-year budgets within an assigned organization with various sources and types of funding. Directs multi-year appropriations, allotments from several appropriations, transfer of funds from other agencies, reimbursements for services performed, revenue from working capital funds, and trust accounts. Activities require incumbent to adapt budgetary policies, analytical methods, and regulatory procedures for use by the assigned organization. Controls budget and financial management processes to assure optimum accountability of appropriated funds. Employs various reporting systems and tools to monitor the organization's budgets and funds availability. Exercises financial and budget controls through review and approval of requests for the obligation and expenditure of funds. (15%)

Contracts, Grants, and Funds Acquisition (35%)

- Serves as a contract-level Contracting Officer Representative (COR) for new and existing contracts, Interagency Agreements, and grants that support the development of emission control strategies, regulations, and policies. Includes assessing needs, planning and coordinating the procurement process, performing market research, conducting analyses, coordinating technical evaluation panels, coordinating the transition process into new contracts, and reporting on performance measures in accordance with contract terms, conditions, and specifications. Monitors certification requirements for the other CORs in CD; notifies CORs of requirements and provides reminders; submits updates to oversight team as needed. May serve as Funds Control Officer.
- Provides guidance concerning the legal and regulatory aspects of acquiring funds and the use of funds for program and administrative purposes. Responsible for detecting and reporting existing and anticipated violations of budgetary law or regulations.
- Monitors and provides guidance regarding the use of purchase cards in the division.

Administrative Advisor (20%)

- Provides expert guidance on administrative processes and procedures to ensure consistency across the Division as well as compliance with OTAQ and Agency requirements. Serves as a contact for Office and Agency administrative processes within the division. Provides guidance and administrative support to managers on a variety of matters, including recruitment, performance and recognition, training and development, work schedules, and more. Coordinates with Front Office, Purchasing Office, Human Resources Office, and other staffs to evaluate and implement new policies and procedures to increase administrative efficiencies and outcomes within the division and throughout the Office.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position

Level 1-8 (1,550 points)

Mastery knowledge of and skill in using the principles, practices, and methods of the Federal budgetary function, processes, and systems including management of staff-year allocations; controls of employment through full-time equivalent and end-of-year ceiling allocations; multi-appropriation funding of programs; consolidation of multi-year budget estimates into a single budget request; and major inter-agency funding through non-expenditure

transfers and reimbursements, sufficient to perform the full range of technical duties associated with the formulation, execution and review of annual and multi-year budgets for assigned organization.

Expert knowledge of Federal budget-related laws, regulations, policies, precedents, and guidelines that pertain to financial oversight, budget formulation and/or budget execution sufficient to analyze and evaluate the effect of changes in program plans and funding, develop recommendations for budgetary actions when there is a lack of predictive data, and implement all or part of the provisions of legislation.

Expert knowledge of assigned organization's sources of funding, mission, functions, goals, objectives, and work processes sufficient to relate resource needs of the organization to budget planning and budget execution.

Broad knowledge of managerial accounting methods and resource management tracking concepts sufficient to control budget and financial management processes to assure optimum accountability of appropriated funds.

Strong ability to analyze a program's financial resources and develop detailed reports on the expenditure of funds.

Strong skills in applying analytical and evaluative techniques to identify, analyze, and resolve a range of budgetary and funding problems for substantive programs and organizations.

Detailed knowledge of pertinent laws, regulations, policies, and precedents which affect the division's administrative operations. This includes knowledge of the following: agency timekeeping rules and regulations; agency travel rules and regulations; agency records management rules and regulations; agency financial processes; agency processes and requirements for personnel actions, training, performance agreements, and recruitment/hiring; and division programs in order to support the effective planning and implementation of public hearings.

Factor 2 - Supervisory Controls

Level 2-5 (650 points)

The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the organization. The employee is responsible for a significant program or function. The employee defines objectives, interprets policy promulgated by authorities senior to the immediate supervisor, and determines their effect on program needs. Additionally, the employee independently plans, designs, and carries out the work to be done. The employee is a technical authority.

The supervisor's review of the work covers such matters as fulfillment of accounting, auditing, examination, finance, or budget program objectives and the effect of advice, influence, or decisions on the overall program. The supervisor usually evaluates the employee's recommendations for new systems, methods, projects, or program emphasis in light of the availability of funds, personnel, equipment capabilities, priorities, and available resources. Also, the supervisor rarely makes significant changes to the employee's work

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines applied consist of broad budgetary guidance such as circulars, directives, and regulations issued by OMB, Comptroller General Decisions, and the agency's broad program goals and policy statements. Guidelines are stated in terms of goals rather than approach to be taken. The employee uses judgment to interpret and apply existing guidance, and to develop specific objectives and devise new methods, techniques, and criteria pertaining

to such matters as: identifying trends and patterns; acquiring information and analyzing data. Predictive data are not available or not applicable because of changes in subject matter, objectives, or emphasis.

Factor 4 - Complexity

Level 4-4 (225 points)

Work consists of performing a variety of administrative, technical and analytical work in the formulation and/or execution of the organization's budget and analyses of budgetary changes, relationships, and trends for substantive programs with various sources and types of funding. The employee recommends adjustments in program spending which require rescheduling of program workloads; is responsible for providing guidance to program managers on budgetary guidelines; and detecting/reporting existing and anticipated violations of budgetary law or regulations.

Programs and funding are unstable and subject to change throughout the fiscal year which necessitates making frequent adjustments to budget estimates or conducting partial re-budgeting during the fiscal year. Program funding may extend for several years or more. The budget typically includes a wide range of object classes and line items for one or a few substantive programs and organizations. Cost, obligations, and expenditures are shown on unrelated forms, schedules, and reports that are produced under different criteria and at different times. The difficulty and originality involve choosing the analytical technique that is appropriate for the task such as cost-benefit analysis, depreciation, and pro-ratio of revenues and costs. The presence of conflicting program and financial data make it difficult to identify reliable data. The work requires resolving problems and making many decisions which are made more difficult by unpredictable short-term deadlines that vary according to financial/budgetary objectives, funding, and program goals.

Factor 5 - Scope and Effect

Level 5-4 (225 points)

The purpose of the position is to formulate and monitor the execution of annual and multi-year detailed budget forecasts and plans to fund the implementation of substantive programs. Formulation involves developing detailed estimates and narrative justifications. Execution involves planning for and monitoring the use of funds for meeting program goals effectively. The effect of the work assists in internal planning and evaluation of organizational budgets and programs. Budget Analysts serving as Funds Control Officers control budget and financial management processes to assure optimum accountability of appropriated funds; monitor the organizations' budgets and funds availability; and exercise financial and budget controls through review and approval of requests for the obligation and expenditure of funds.

Factors 6/7 - Personal Contacts/Purpose of Contacts

Levels 3c (180 points)

Contacts are with employees in the agency who represent the budget and program interests of the agency as well as various levels of agency management such as policy review boards at higher levels in the agency, employees of other Federal agencies including OMB representatives, executives, officials, and/or taxpayers, including corporation officials and outside organizations and businesses. Contacts are not routine or recurring. The incumbent must learn the role and authority of each party during the course of the meeting.

Purpose of the contacts is to discuss budgetary concerns of the assigned organization, motivate, influence, and persuade program managers and other officials in positions of decision-making authority with widely differing goals and interests to follow a recommended course of action consistent with established budget policies, objectives, or regulations. Persuasion and negotiation are necessary due to the presence of conflicting budgetary and program objectives which must be resolved.

Factor 8 - Physical Demands

Level 8-1 (5 points)

Work is principally sedentary.

Factor 9 - Work Environment

Level 9-1 (5 points)

The employee works in an adequate lighted, heated, and ventilated office setting. Occasional travel to conferences or training may be required.

Position Designation Record

Agency ENVIRONMENTAL PROTECTION AGENCY
Position Title Administrative Officer
Position Description
Series and Grade/Pay Band GS-0301-13
Position Description Number N030113
Designator's Name & Title John Ellsworth

Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	Moderate Risk	Tier 2	SF 85P

Label	Points
Total Initial Position Designation Points from Step 2	16
Adjusted Position Designation Points from Step 3	21

Summary

National Security

No national Security Duties

Suitability

Duties	Degree of Potential for Compromise or Damage
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	Moderate impact Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as: <ul style="list-style-type: none">• Performing inspections• Enforcing established standards• Providing regulatory advice and direction
Protection of government funds for non-national security operations, access to or operation or control of financial records, fiduciary responsibilities or other duties (such as developing statements of work) with a significant risk for causing damage or with the potential for realizing significant personal gain	Limited impact One or more of the following: <ul style="list-style-type: none">• Obligates, expends, collects or controls funds or items with monetary value of less than \$2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed \$1 million• Audits or analyzes budgets or other financial records, with potential for limited impact on government programs or operations

Duties	Degree of Potential for Compromise or Damage
	<ul style="list-style-type: none"> • Procures (or secures funding for) goods and/or services with monetary value less than \$2 million annually the compromise of which could cause limited impact on government programs or operations

Adjustment for Scope of Program and Correlation to Extent of Impact

Program Scope and Impact	Impact
Adjustment for Scope of Program and Correlation to Extent of Impact	<p>Agency Impact</p> <ul style="list-style-type: none"> • Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.
Level of Supervision	Ability to act independently
Adjustment for level of supervision or other controls	<p>Limited or no supervision - ability to act independently in almost all areas almost all of the time</p> <ul style="list-style-type: none"> • Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.